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MEET-5
OTR Staff
meetings

113

MINUTES

OTR STAFF MEETING

Tuesday
22 June 54

Document No. 015

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

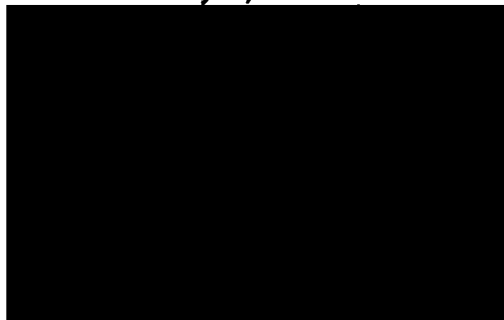
Auth: DDA REG. 77/1763

Date: 7 JUL 78 By: 822

25X1A

Attendance:

Mr. Baird, D/TR ✓



25X1A

25X1A

1. [REDACTED] explained the research activities within A&E. Principal efforts, to date, have been directed toward language aptitude testing, EOD testing and JOT testing. It is planned to initiate validation studies relating predictive tests to success on the job. EOD tests are being held for five years for predictive purposes.

25X1A

On the assessment function with which most of the OTR staff had prior familiarity, [REDACTED] pointed out the need for assessment psychologists to get in closer contact with the jobs for which they are assessing abilities and capabilities. He emphasized that every assessment is the consolidated opinion or judgment of three or more persons. Notwithstanding improvements in assessment methods, and availability of EOD testing batteries, the assessment work load capacity is 70-80 per man per year.

Mr. Baird stressed the significance of the validation function and noted that assessment was by invitation only.

25X1A

2. Mr. [REDACTED] referred to instances wherein processing for overseas assignments had been almost completed and the employee's transfer turned down for medical reasons, after having sold his house and made other final arrangements. Dr. Tietjen has requested that overseas medical examinations be planned well in advance to avoid similar difficulties since the examination is good for a complete one year period.

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25X1A

3. Mr. [REDACTED] announced that the General Counsel has made arrangements for an Internal Revenue unit to be set up on Agency premises to process sensitive income tax returns. This should have applicability to certain OTR cases.

25X1A

4. Mr. [REDACTED] briefly mentioned that the Air Force Directorate of Intelligence has set up an orientation program offering five slots to this Agency. Mr. [REDACTED] suggested he represent the Agency at the initial running and was so ordered by Mr. Baird.

25X1A

5. There was considerable discussion about the procedures to be followed in releasing OTR personnel for reassignment. A decision was made that no reassignment action should be initiated until cleared through the OTR Career Service Board.

25X1A

25X1A

Because of certain free-wheeling cases in the past, [REDACTED] stressed the necessity to keep the OTR personnel officers constantly informed on pending personnel actions. After comments about the responsibilities of [REDACTED] on personnel matters, Mr. [REDACTED] was directed by Mr. Baird to improve the present procedural arrangements, particularly those involving interchanges of civilian and military personnel.

25X1A

6. Mr. Baird announced that a reorganization would probably occur as a result of the IG report and the current survey by the Management Staff. Agreement has been obtained from the Wage and Classification officials that when reorganization takes place it will not adversely affect the grade of any employee. The Management Staff is agreeable to establishing categories of chief instructors, senior instructors, and junior instructors, as a move toward the faculty concept in OTR.

25X1A

7. [REDACTED] mentioned the Agency devices course to be operated at [REDACTED] for sixteen TSS personnel as a dry run beginning 28 June.
8. Mr. Baird announced that the quarterly orientation program will probably be given during October, February and May only. Along with this new policy will be various requirements for periodic re-attendance of personnel.

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A G E N D A

OTR STAFF MEETING

T u e s d a y
22 Jun 54.

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|-------|----------------------------------------------------|------------|
| 25X1A | 1. Psychological Services Other Than Evaluations | [REDACTED] |
| 25X1A | 2. Medical Examinations for Overseas Service | [REDACTED] |
| 25X1A | 3. Special Income Tax Cases | [REDACTED] |
| 25X1A | 4. Directorate of Intelligence Orientation Program | [REDACTED] |
| | 5. Reassignment of OTR Personnel (Mr. Baird) | |
| | 6. The IG Report and Management Survey (Mr. Baird) | |
| 25X1A | 7. Agency Devices Course (Mr [REDACTED]) | |
| | 8. Agency Orientation Program (Mr. Baird) | |

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